

# **U.S. Department of Education Office of Postsecondary Education**



## **Teacher Shortage Areas (TSA) States User Guide**

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# Executive Summary

The Office of Postsecondary Education (OPE) in the U.S. Department of Education has developed the Teacher Shortage Areas (TSA) application to ensure the delivery of high-quality, timely, accurate, and responsive services to Chief State School Officers (CSSOs) and State representatives who provide the required data. The TSA Solution provides all customers and employees access to the same, current teacher shortage data from states and jurisdictions.

The system is designed to collect data from States and jurisdictions and generate Teacher Shortage Areas Reports intended to be reference documents that show where States and schools are looking to potentially hire academic administrators, licensed teachers, other educators and school faculty in specific disciplines/subject areas, grade levels, and/or geographic regions; and where recent graduates of Schools of Education are trained, experienced teaching professionals aiming to serve school districts with shortages can find (prospective) positions and fill the current voids in each State's and territory's Pre-Kindergarten through Grade 12 classrooms, in areas that match their certification credentials; as well as to inform Federal financial aid recipients on reducing, deferring, or cancelling/nullifying/discharging student loan repayments and meet other specified (e.g., teaching) obligations.

## Document Organization

This document comprises the following sections:

Section 1 - **Introduction:** This section provides the background, purpose and scope for this document.

Section 2 – **User Management:** This section provides instructions on how to access the TSA application, register, and change your password.

Section 3 – **Submit Teacher Shortage Areas:** This section provides instructions on how users will progress through the steps required for Teacher Shortage Areas submissions.

Section 4 – **Technical Support – Help Page:** This section provides instructions that can help users better use the application.

Section 5 – **Reporting:** This section provides instructions for generating reports.

Appendix A – **Acronyms and Abbreviations**

## Section 1. Introduction

The Teacher Shortage Areas (TSA) application allows States to submit proposed teacher shortage areas for designation to comply with requirements under the regulations for the 34 CFR 682.210(q), 34 CFR 674.53(c), and 34 CFR 686.12 programs.

### 1.1 Purpose

This User Guide is a user-friendly, non-technical document that communicates TSA system processes and provides step-by-step instructions for completing required tasks in the system.

### 1.2 Resources

#### 1.2.1 Determine Teacher Shortage Areas

**A teacher shortage area is designated by the Secretary and determined by the following:**

- (A) A geographic region of the State in which there is a shortage of elementary or secondary school teachers; or
- (B) A specific grade level or academic, instructional, subject-matter, or discipline classification in which there is a statewide shortage of elementary or secondary school teachers; and designated by the Secretary.

In identifying teacher shortage areas to propose for designation, consider data from the school year in which the recommendation is to be made, unless that data is not yet available, in which case use data from the immediately preceding school year.

**The data to use includes:**

- (A) Teaching positions that are unfilled;
- (B) Teaching positions that are filled by teachers who are certified by irregular, provisional, temporary, or emergency certification; and
- (C) Teaching positions that are filled by teachers who are certified, but who are teaching in academic subject areas other than their area of preparation.

If the total number of unduplicated full-time equivalent (FTE) elementary or secondary teaching shortage areas positions does not exceed 5 percent of the total number of FTE elementary and secondary teaching positions in the State, the Secretary designates those areas as teacher shortage areas. That is  $\text{total number of shortage FTE} / \text{total number of FTE in the state or territory} \times 100$  is less than or equal to 5 percent.

If the total number of unduplicated FTE elementary and secondary teaching shortage areas positions exceeds 5 percent of the total number of elementary and secondary FTE teaching positions in the State, please submit:

- (A) List of proposed shortage areas,
- (B) FTE shortage of the proposed shortage areas,
- (C) Ranking of the proposed shortage areas according to priority, and
- (D) Explanation why the Secretary should nevertheless designate those areas as shortage areas.

An alternative written procedure to select the teacher shortage areas may be submitted to the Secretary for approval. If the Secretary approves the proposed alternative procedure that procedure, once approved may be used instead of the procedure described above.

**Alternative methods should include the following in an initial request for approval:**

- (A) Justification for why an alternative method is needed,
- (B) Replicable method for selection, and
- (C) Annual Submission based on proposed alternative method.

Results of an alternative method must be submitted annually. Submission must include any variations from approved method, any values used by the method that change year-to-year, output of the method, and proposed Teacher Shortage Areas.

**Collect the following info prior to logging into the system:**

- (A) Method used (regulatory or alternative),
- (B) Any explanation for the Secretary,
- (C) Any supporting documentation,
- (D) Data used by method,
- (E) Total teacher FTE,
- (F) List of Critical Teacher Shortage Areas with FTE shortage for each area,
- (G) CSSO Name, and
- (H) CSSO Certifications.
- (I) Optional: Priority ranking for each TSA

## 1.2.2 Related Regulations

[34 CFR Part 682: Federal Family Education Loan Programs; Final Regulations- regulations explaining teacher deferment and teacher shortage areas designation \(Highlighted in yellow\)](#)

[34 CFR Part 674; et al. Federal Perkins loan Program, Federal Work-Study Programs, and Federal Supplemental Educational Opportunity Grant Program; Final Rule- regulations pertaining to cancelations of loans for teachers \(Highlighted in yellow\)](#)

[34 CFR Parts 668, 673, 674, et al. The Teacher Education Assistance for College and Higher Education \(TEACH\) Grant Program and Other Federal Student Aid Programs; Final Rule- regulations pertaining to Teach Grant \(Highlighted in yellow\)](#)

## 1.2.3 Teacher Cancellation Low Income (TCLI) Directory

[https://studentloans.gov/myDirectLoan/tcli.action?\\_ga=2.250189830.1897530272.1551282761-760205512.1508418763](https://studentloans.gov/myDirectLoan/tcli.action?_ga=2.250189830.1897530272.1551282761-760205512.1508418763)

## 1.2.4 Teacher Shortage Areas Data Collection Website

<https://tsa.ed.gov>

## 1.2.5 Loan Server Website used for certifying TEACH

<https://myfedloan.org/borrowers/special-programs/teach-grants>

## 1.2.6 TEACH Grant Certification Form

<https://myfedloan.org/documents/teach-grants/fd/certification.pdf>

## 1.2.7 Teacher Loan Forgiveness

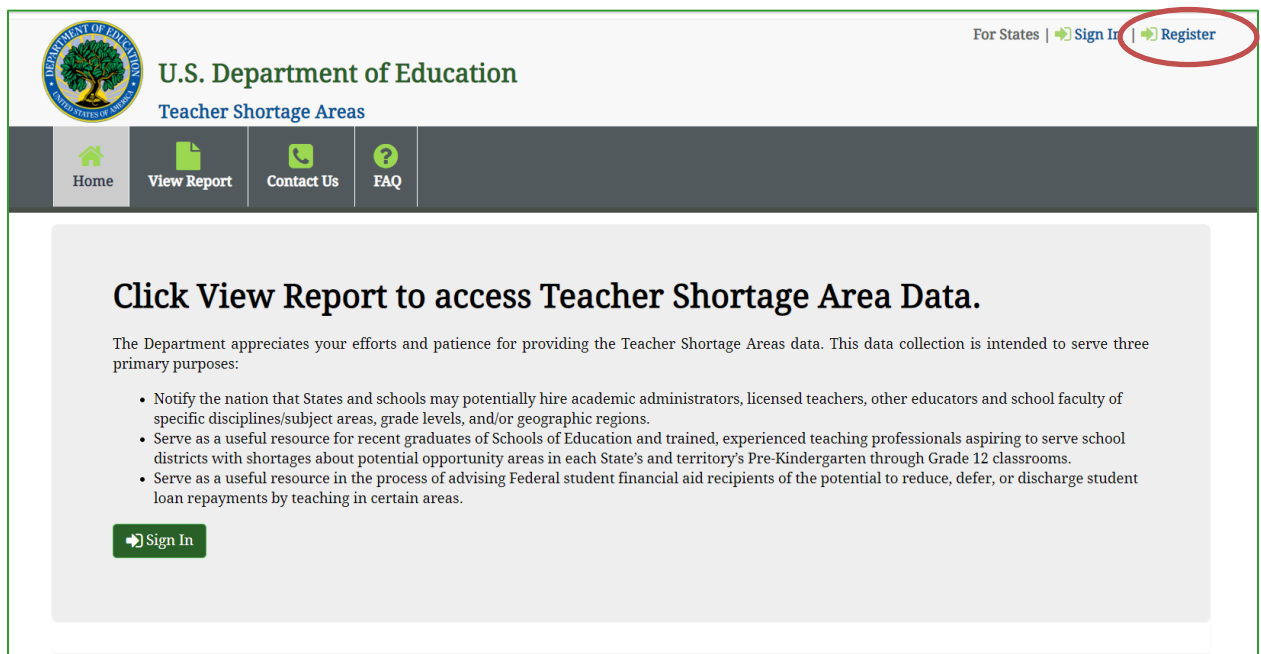
<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher>

## Section 2. User Management

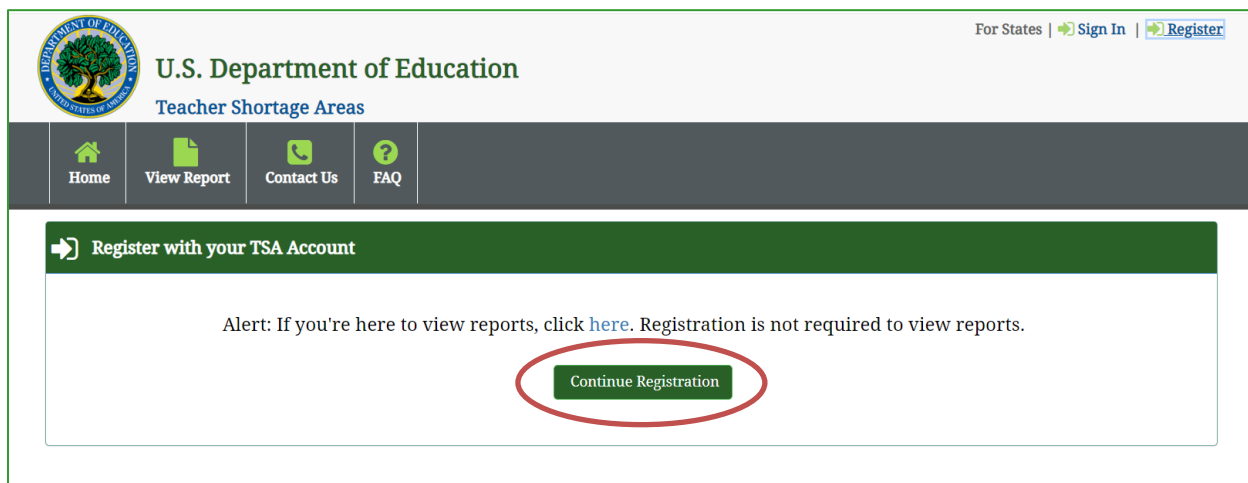
This section of the document provides step-by-step instructions on application log in, user registration, as well as how to change your password.

### 2.1 User Registration

1. Type the URL <https://tsa.ed.gov> into an Internet browser, the *Teacher Shortage Areas* welcome screen appears. Click on the **Register** link located at the top of the screen.



2. Alert screen appears. Click on **Continue Registration**.





3. The **TSA Registration** screen opens. Enter the required information and click **Register**.

**Register with your TSA Account**

User Type\*


First Name: \*

Middle Initial:

Last Name: \*

Email Address: \*

Phone Number:

Password: \*  


Confirm Password: \*

Security Question 1: \*

Response: \*

Security Question 2: \*

Response: \*

 Register Cancel



*Hover your mouse over the information icon to view the password requirements.*

4. The **Registration Success** screen opens informing you that your registration was successful. You will receive an email informing you that your login credentials have been approved within 2 business days. If you do not receive the confirmation email, please contact Freddie Cross at (202) 453-7224 or [Freddie.cross@ed.gov](mailto:Freddie.cross@ed.gov).

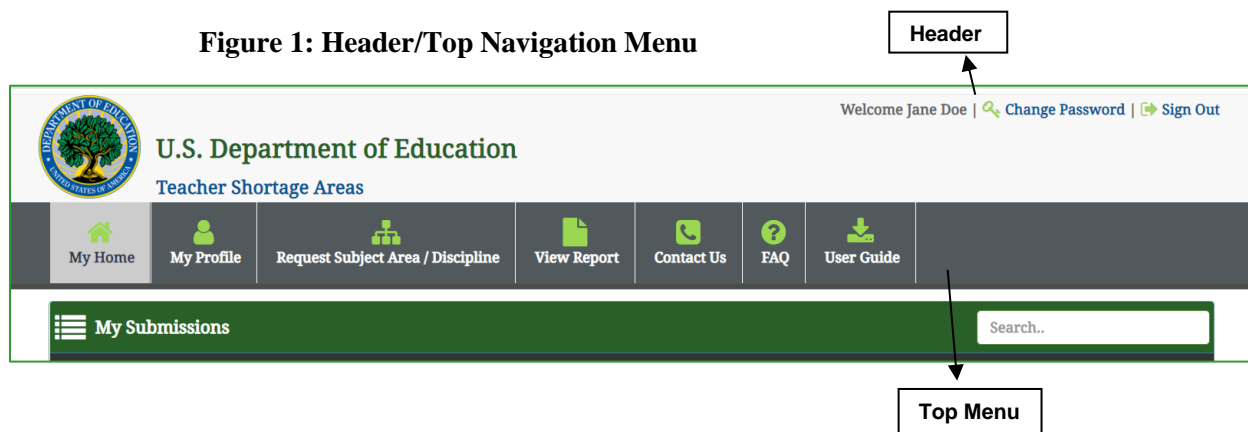
**Confirmation**

Success! Registration successful. [Click here to login.](#)

## 2.2 System Navigation

This section describes the screen navigations for the system which are located on the the top navigation menu. The top navigation menu will be visible throughout the site for all States/Jurisdictions registered users.

**Figure 1: Header/Top Navigation Menu**



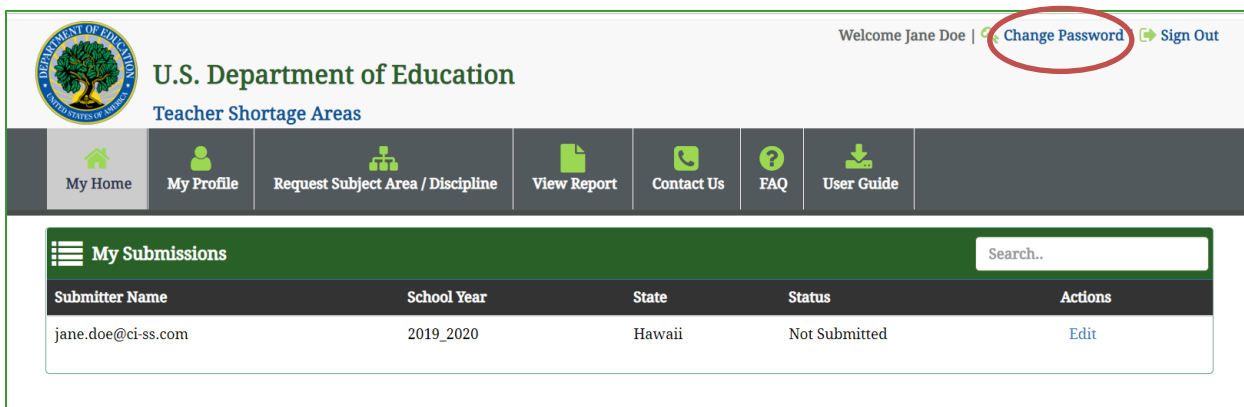
**Table 1 Header/Top Navigation Menu Item Descriptions**

Navigation Element	Description
Icon	U.S. Department of Education icon is linked to the home screen of <a href="https://www.ed.gov/">https://www.ed.gov/</a>
Welcome User Name	Redirects users to their Profile screen
Change Password	Redirects users to Change Password screen
Sign Out	Signs users out of the application and redirects users to the TSA home screen
My Home	Opens the user's home screen
My Profile	Opens the user's Profile screen
Request SubjectArea/Discipline	Opens the Subject Area/Discipline submission screen
View Report	Opens the screen where users can enter criteria and generate a Report.
Contact Us	Opens the Office of Postsecondary Education's Contact screen
FAQ	Opens the Frequently Asked Questions screen
User Guide	Opens the User Guide

## 2.3 Change Your Password

After you have registered and your account has been approved, you can change your password as follows:

1. Select **Change Password** located at the top of the screen. The *Change Password* screen opens.



U.S. Department of Education  
Teacher Shortage Areas

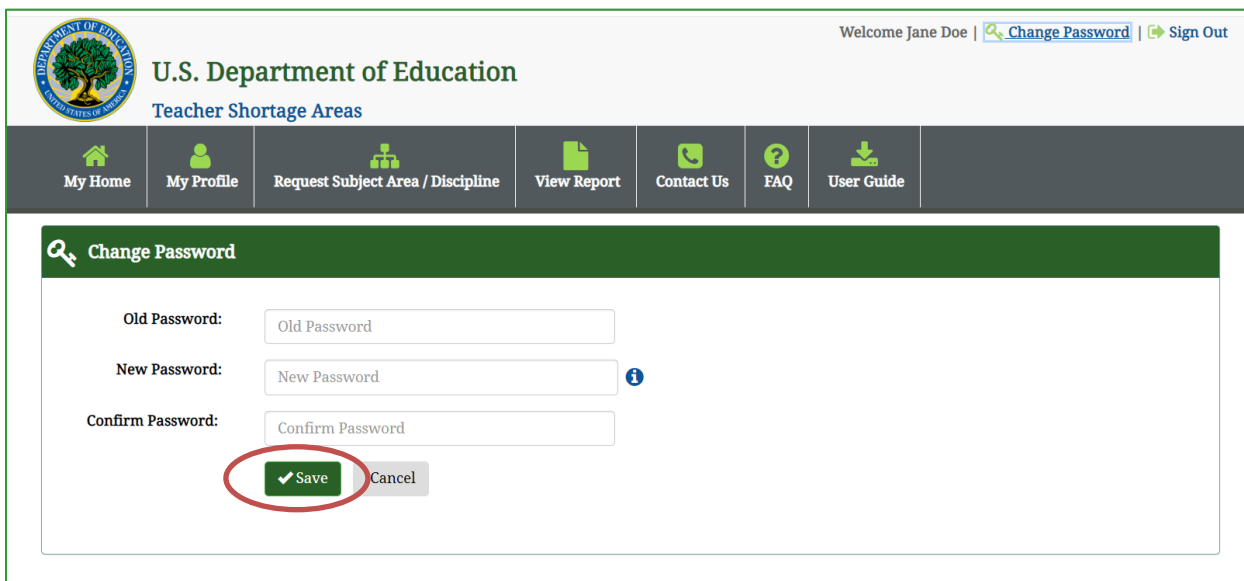
Welcome Jane Doe | [Change Password](#) | [Sign Out](#)

My Home | My Profile | Request Subject Area / Discipline | View Report | Contact Us | FAQ | User Guide

**My Submissions** Search...

Submitter Name	School Year	State	Status	Actions
jane.doe@ci-ss.com	2019_2020	Hawaii	Not Submitted	<a href="#">Edit</a>

2. Enter the information and click **Save**.



U.S. Department of Education  
Teacher Shortage Areas

Welcome Jane Doe | [Change Password](#) | [Sign Out](#)

My Home | My Profile | Request Subject Area / Discipline | View Report | Contact Us | FAQ | User Guide

**Change Password**

Old Password:

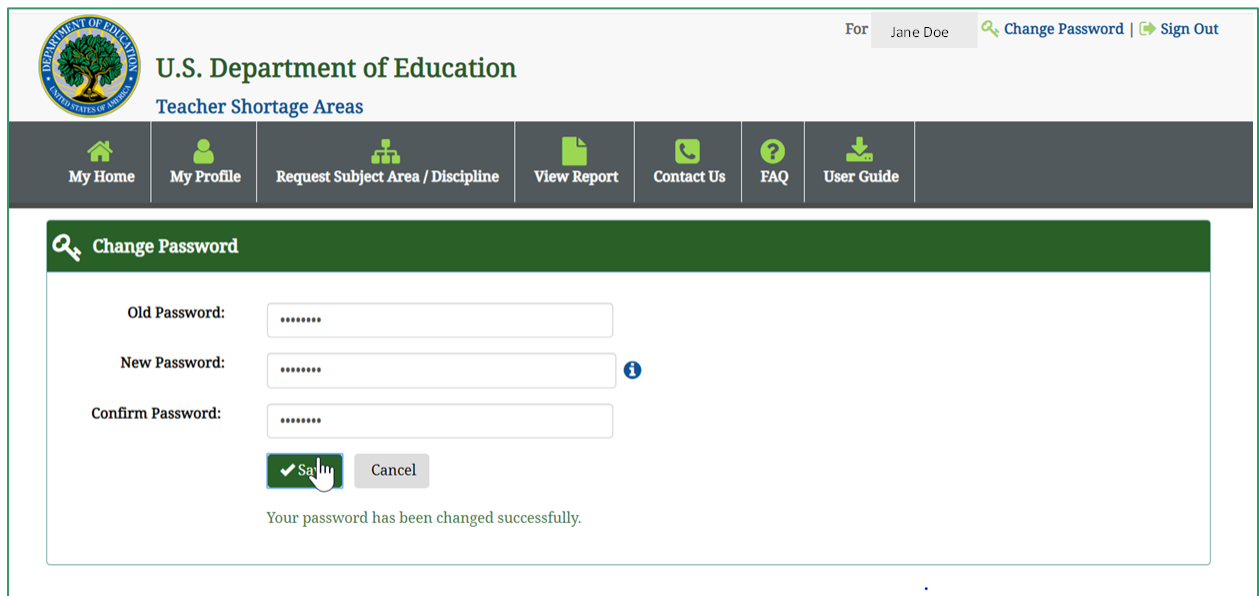
New Password:  ⓘ

Confirm Password:



*Hover your mouse over the information icon to view the password requirements.*

3. A **Confirmation message** appears at the bottom of the screen informing you that your password has been changed successfully.

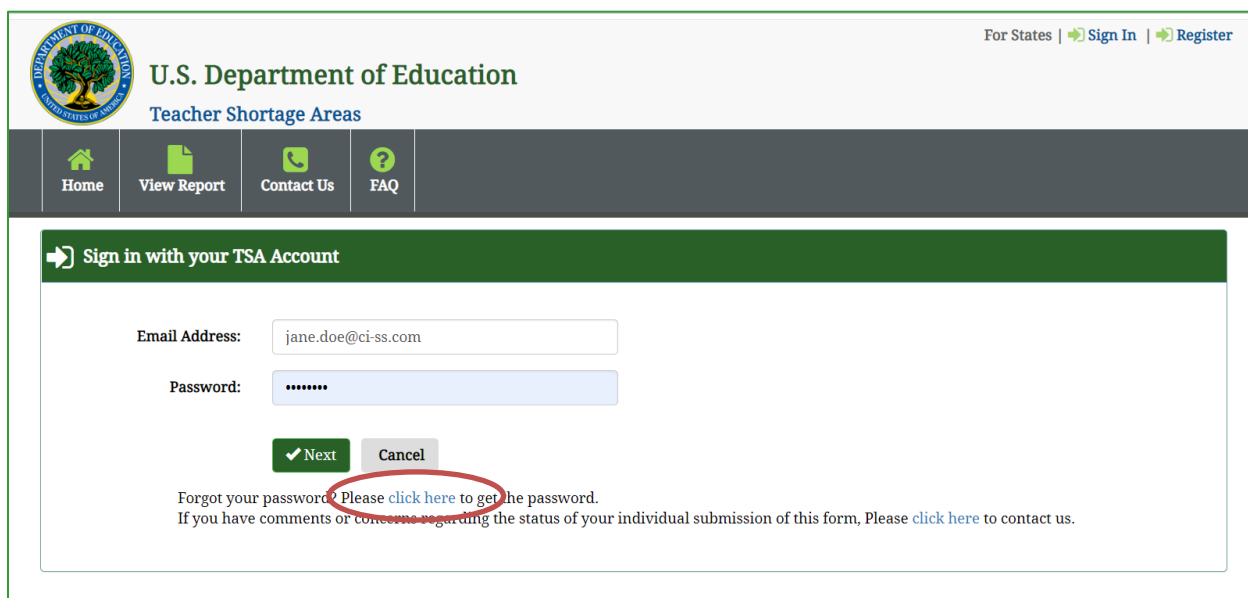


The screenshot displays the U.S. Department of Education Teacher Shortage Areas (TSA) user interface. At the top, the U.S. Department of Education logo is on the left, and the text "U.S. Department of Education" and "Teacher Shortage Areas" are in the center. On the right, it says "For Jane Doe" with links for "Change Password" and "Sign Out". Below this is a navigation bar with icons and labels for "My Home", "My Profile", "Request Subject Area / Discipline", "View Report", "Contact Us", "FAQ", and "User Guide". The main content area is titled "Change Password" and contains three password input fields: "Old Password:", "New Password:", and "Confirm Password:". Each field has a masked password (seven asterisks). To the right of the "New Password:" field is a blue information icon. Below the input fields are two buttons: a green "Save" button with a checkmark icon and a grey "Cancel" button. At the bottom of the form, a confirmation message reads: "Your password has been changed successfully."

## 2.4 Forgot Your Password

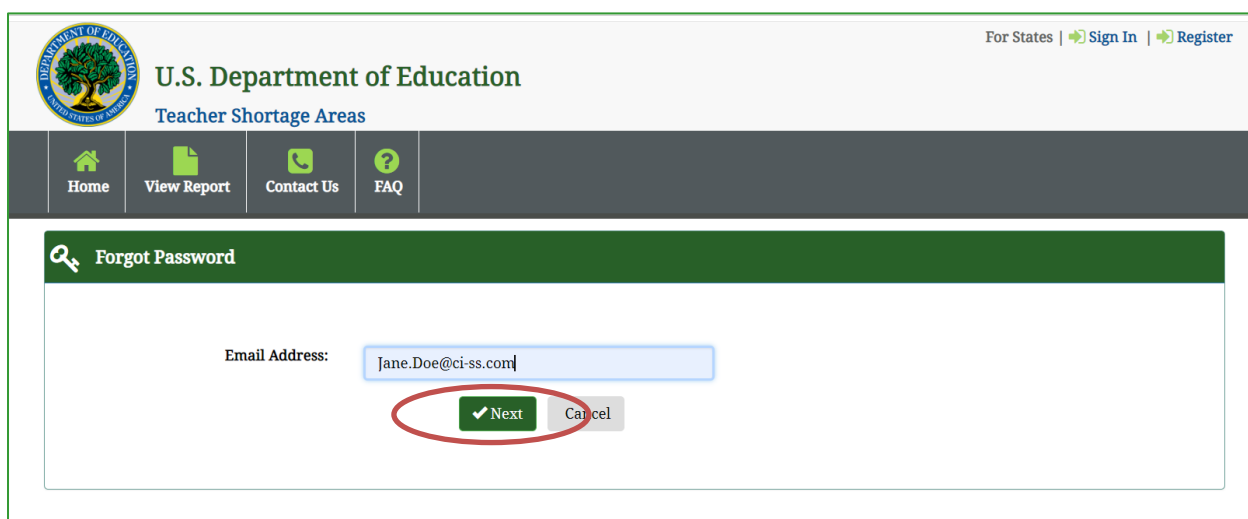
If you forgot your password, you can retrieve it as follows:

1. On the **TSA Sign In** screen, select the **Forgot Password** link (click here) located at the bottom of the screen.



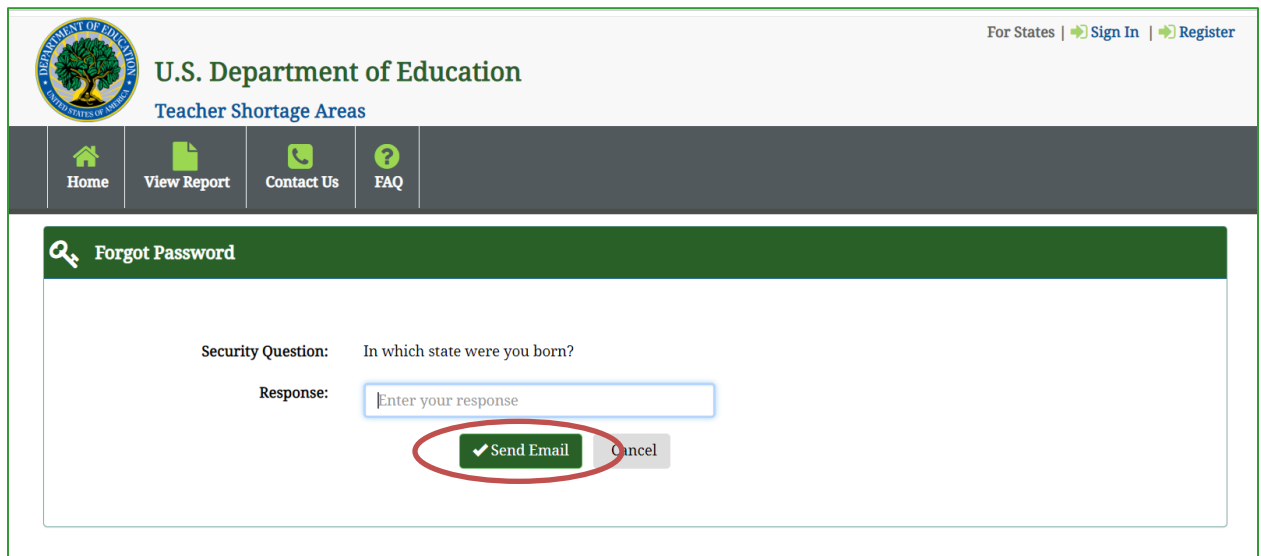
The screenshot shows the 'U.S. Department of Education Teacher Shortage Areas' sign-in page. At the top, there is a navigation bar with links for 'Home', 'View Report', 'Contact Us', and 'FAQ'. Below this is a green header with the text 'Sign in with your TSA Account'. The main form area contains fields for 'Email Address' (with the value 'jane.doe@ci-ss.com') and 'Password' (masked with dots). Below the password field are 'Next' and 'Cancel' buttons. At the bottom of the form, there is a link 'click here' circled in red, with the text 'Forgot your password? Please click here to get the password.' and a note about contacting support.

2. The **Forgot Password** screen opens. Enter your **Email Address** and click **Next**.



The screenshot shows the 'Forgot Password' screen. It has a green header with a magnifying glass icon and the text 'Forgot Password'. Below this is a form with an 'Email Address' field containing 'Jane.Doe@ci-ss.com'. At the bottom of the form, the 'Next' button is circled in red, along with the 'Cancel' button.

3. Your **Security Question** appears. Enter a **Response** and click **Send Email**.



U.S. Department of Education  
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

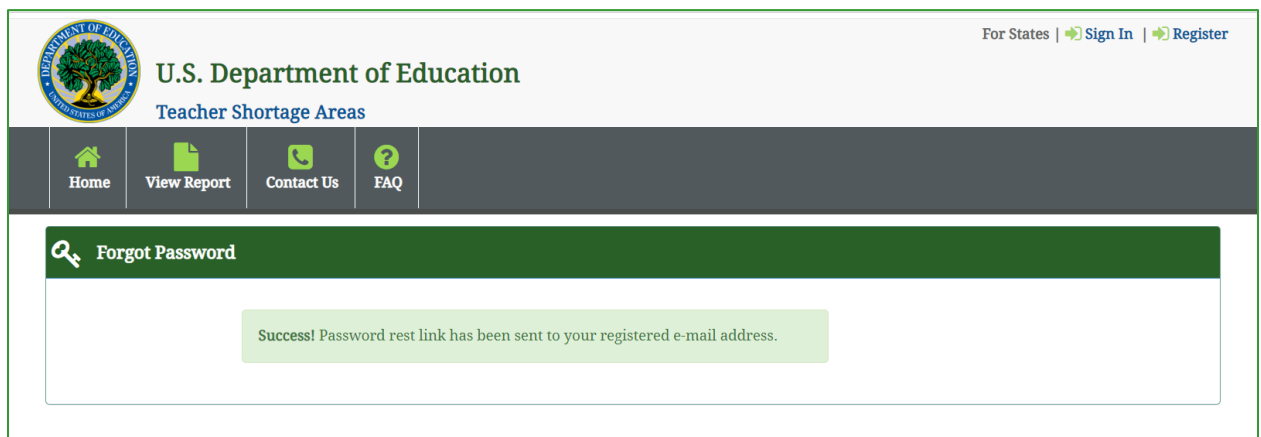
Home View Report Contact Us FAQ

**Forgot Password**

Security Question: In which state were you born?

Response:

4. The **Forgot Password Confirmation** screen appears informing you that your password reset link has been sent to your registered e-mail address.



U.S. Department of Education  
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

Home View Report Contact Us FAQ

**Forgot Password**

Success! Password reset link has been sent to your registered e-mail address.

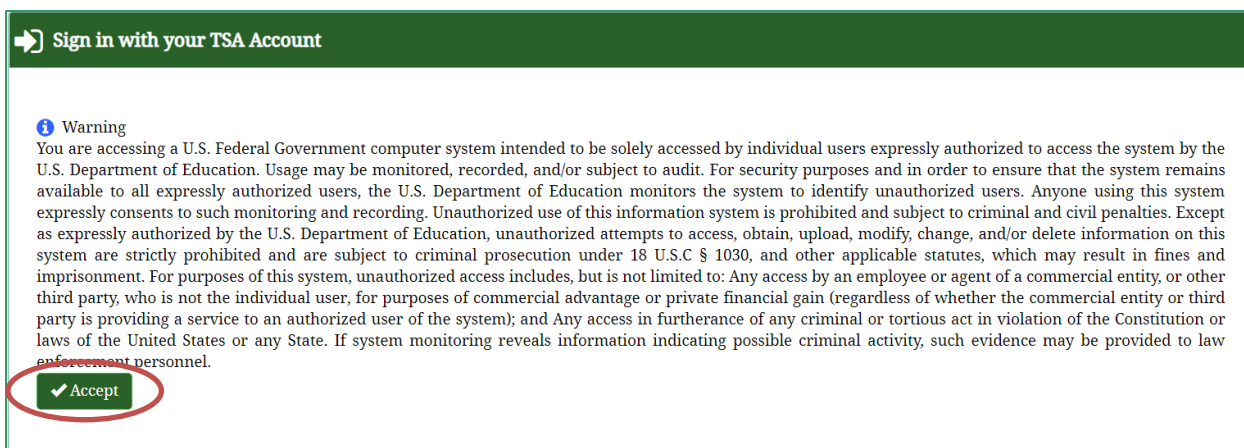
## Section 3. Submit Teacher Shortage Areas

This section provides step-by-step instructions on how to submit teacher shortage data where States and schools are looking to potentially hire academic administrators, licensed teachers, other educators and school faculty in specific disciplines/subject areas, grade levels, and/or geographic regions.

### 3.1 Login

To login to Teacher Shortage Areas application proceed as follows:

1. Once you receive the email confirmation of successful registration on the TSA application, click the **login** link provided. You may also type the URL <https://tsa.ed.gov> into an Internet browser.
2. The **Teacher Shortage Areas Warning** screen appears. Read the warning and click on **Accept** to accept the terms and conditions.



- The TSA **Sign In** screen opens. Enter your **Email Address** and **Password** and click **Next**. The system will send a verification code to your registered email.


➔ Sign in with your TSA Account

Email Address:

Password:

Forgot your password? Please [click here](#) to get the password.  
If you have comments or concerns regarding the status of your individual submission of this form, Please [click here](#) to contact us.

After receiving the successful registration email confirmation, when you login to the TSA application for the first time and accept the **Warning**, you will see the **Rules of Behavior** page. Read the Rules of Behavior, check the box to agree, click **Next** to go to the **Sign in with your TSA Account** screen.

 **U.S. Department of Education**  
Teacher Shortage Areas

These Rules of Behavior identify responsibilities and expectations for all individuals accessing U.S. Department of Education (ED) systems. By accepting, you confirm that you have reviewed, acknowledge, and agree to the Rules of Behavior listed below.

- Your User ID and password are for official Department of Education business only.
  - You are individually responsible for ensuring that data/information obtained from ED systems is not used improperly. A legitimate reason must be present to view data/information contained within ED systems.
  - You must change your password immediately and notify the appropriate security personnel if your password is compromised, or someone else knows your password. You must never give your User ID and password to another person – including your supervisor(s). Any information retrieved from this system may be shared only with individuals expressly authorized to receive this information.
- You must ensure that access is provided only to systems, networks, data, control information, and software for which you have been authorized.
- You must inform or contact your Primary Destination Point Administrator (PDPA) when access to an ED system is no longer required or changes because of changes in job responsibilities, or termination of employment.

By accepting, you understand and consent to the following when you access this agency's information systems, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices (e.g. BlackBerry, PDA, etc.) and storage media (e.g. thumb drive, flash drive, etc.) attached to this network or to a computer on this network:

- You are accessing a U.S. Government information system that is provided for U.S. Government-authorized use only;
- The Government routinely monitors communications occurring on this information system. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system; and
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

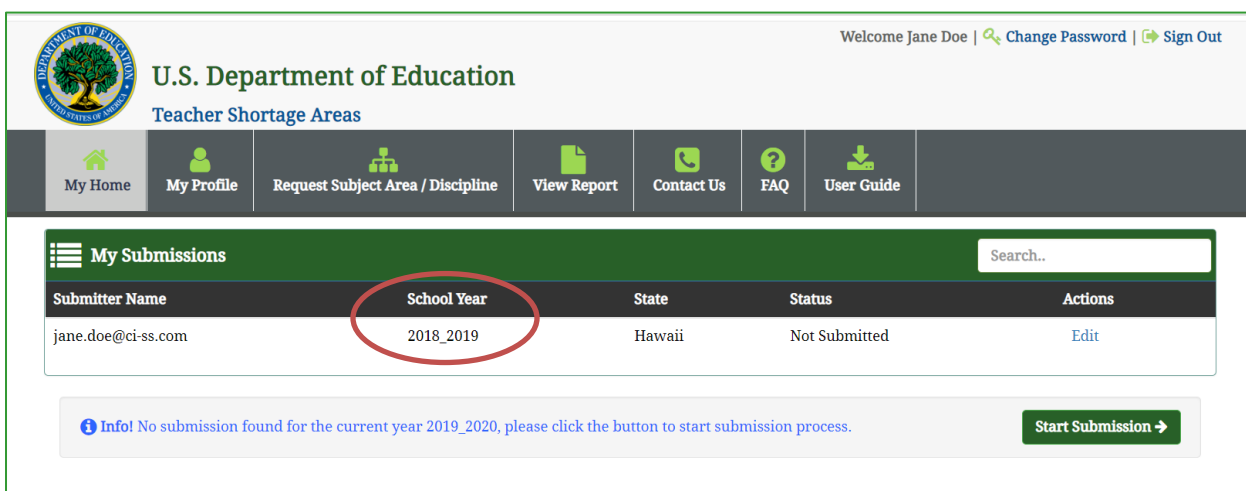
☒ I have read and agree the rules of behaviour.



4. **Enter Verification Code Screen** appears. Enter the 6 digit verification code sent to your email and click **Sign In**.



5. The **My Submissions** screen appears.



Submitter Name	School Year	State	Status	Actions
jane.doe@ci-ss.com	2018_2019	Hawaii	Not Submitted	Edit



The screenshot above is from the 2017 application submission, and shows the School Year as 2018-2019; however, the annual submission process will reflect the current School Year.

## 3.2 My Home/My Submissions

After logging in to TSA application, *My Submissions* screen appears.

1. The Teacher Shortage Area screen opens with data prepopulated from previous year. User can edit existing information by clicking on **Edit**.

U.S. Department of Education  
Teacher Shortage Areas

Welcome Jane Doe | [Change Password](#) | [Sign Out](#)

My Home My Profile Request Subject Area / Discipline View Report Contact Us FAQ User Guide

**My Submissions** Search..

Submitter Name	School Year	State	Status	Actions
jane.doe@ci-ss.com	2018_2019	Hawaii	Not Submitted	<a href="#">Edit</a>

**Info!** No submission found for the current year 2019\_2020, please click the button to start submission process. [Start Submission →](#)



The screenshot above is from the 2017 application submission, and shows the School Year as 2018-2019; however, the annual submission process will reflect the current School Year.

## 3.3 Submitting Data

To submit Teacher Shortage data proceed as follows:

1. Click **Start Submission**.

U.S. Department of Education  
Teacher Shortage Areas

Welcome Jane Doe | [Change Password](#) | [Sign Out](#)

My Home My Profile Request Subject Area / Discipline View Report Contact Us FAQ User Guide

**My Submissions** Search..

Submitter Name	School Year	State	Status	Actions
jane.doe@ci-ss.com	2018_2019	Hawaii	Not Submitted	<a href="#">Edit</a>

**Info!** No submission found for the current year 2019\_2020, please click the button to start submission process. [Start Submission →](#)



The screenshot above is from the 2017 application submission, and shows the School Year as 2018-2019; however, the annual submission process will reflect the current School Year.

2. The **Teacher Shortage Area** screen opens. User can enter new information for the current year.

**Teacher Shortage Area**

Print

Proposal School Year:   
State:   
CSSO Name\*:

**Assurances**  
1. Has the Chief State School Officer (CSSO) approved this proposal?  
☒ Yes ☐ No  
2. Were objective written standards used in developing the proposed teacher shortage areas?  
☒ Yes ☐ No  
3. Were the appropriate private nonprofit elementary and secondary school officials within the State consulted for this proposal?  
☒ Yes ☐ No  
4. Data from which school year was used in developing the proposed teacher shortage areas?  
☒ 2017-2018 ☐ 2016-2017 ☐ Other (Specify)  
5. Which of the following were used in deriving the teacher shortages areas? (Check all that apply)  
☒ Teaching positions that are unfilled  
☒ Teaching positions that are filled by teachers who are certified by irregular, provisional, temporary, or emergency certification  
☐ Teaching positions that are filled by teachers who are certified, but who are teaching in academic subject areas other than their area of preparation  
6. What is the total FTE in your state?  
  
7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full-time equivalent (FTE) teaching positions?  
**Note:** Number 8 shall appear only if the answer to 7 is Yes.  
☐ Yes ☒ No

**Please submit the following supporting documentation showing the methods used for identifying the shortage areas:**  

**Submission Documents**  
An explanation of the reasons why the secretary should nevertheless designate all of the proposed area as shortage areas  

Characters left : 1000  
Upload Documents:  
 No file chosen

Additional Supporting Documentation  
 No file chosen

**Data Submission:**

Add New Record

**Data Summary**

School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	-	-	Yes	1, 2, 3, 4, 7, 10,	Age above 5	2.45	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	1, 7,	Age above 5	71.7	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	7,	Age above 5	9.6	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	Yes	7,	Age above 5	27	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	Yes	1,	Age above 5	32	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	-	-	19.52	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	Academic Intervention	At-Risk	No	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	-	18.45	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>

**Contact Details**

Contact Person:   
Address:   
Phone Number:   
City:   
Email Address:   
Zip:



For question 6, if total FTE count is greater than FTE in any one of the shortage areas that is already in the system then, the system will display the message as follows. Click on **OK** before moving on to question 7.

tsa.ed.gov says

You have at least one shortage area with FTE count greater than Total FTE

OK

### 3. Answer Question 7.

Question 8 only appears when “Yes” is selected for Question 7.

Question 9 appears when “No” is selected for Question 8.

7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full-time equivalent (FTE) teaching positions?

**Note:** Number 8 shall appear only if the answer to 7 is Yes.

☒ Yes ☐ No

8. Has the Department previously approved the alternate methodology used for determining this year's teacher shortage areas?

☐ Yes ☒ No

9. Is the state proposing an alternate methodology for first use in this year?

☐ Yes ☒ No

4. Supporting documents are required when requesting approval of a new alternative method. Supporting documents are uploaded under ***Submission Documents*** section by clicking on **Choose Files**.

7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full-time equivalent (FTE) teaching positions?  
**Note:** Number 8 shall appear only if the answer to 7 is Yes.

☐ Yes ☒ No

Please submit the following supporting documentation showing the methods used for identifying the shortage areas:

**Submission Documents**

An explanation of the reasons why the secretary should nevertheless designate all of the proposed area as shortage areas

Characters left : 1000

Upload Documents:

**Choose Files** No file chosen

Additional Supporting Documentation

**Choose Files** No file chosen


[Data Submission:](#)

**Add New Record**

**Data Summary** Search..

5. Review the shortage areas listed in the data summary table.
  - (A) Any shortage areas that are not on this year's list can be deleted.
  - (B) Update the FTE for each area that is still a critical shortage area in the state.
  - (C) Make edits any other areas needed to the pre-populated shortage areas.

6. To add any additional shortage areas, click **Add New Record** to enter Teacher Shortage Areas in the *Data Submission*.


[Data Submission:](#)


Add New Record

Data Summary											Search..
School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions	
-	-	-	-	-	Yes	1, 2, 3, 4, 7, 10,	Age above 5	2.45	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>	
-	-	-	-	-	No	1, 7,	Age above 5	71.7	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>	
-	-	-	-	-	No	7,	Age above 5	9.6	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>	
-	-	-	-	-	Yes	7,	Age above 5	27	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>	
-	-	-	-	-	Yes	1,	Age above 5	32	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>	
-	-	-	-	-	No	-	-	19.52	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>	
-	-	-	Academic Intervention	At-Risk	No	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	-	18.45	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>	

- a. The **Add New Record** dialog box appears allowing you to select the type of shortage area.



Entering the geographic area is optional.

 **Add New Record**

☐ Geographic
 ☐ Subject Area
 ☐ Both

Add

Close

- b. The Geographic Record screen appears when **Geographic** is selected. Enter the requested information and click **Add**.



The FTE percentage will calculate automatically.

Add New Record

☒ Geographic

☐ Subject Area

☐ Both

County:

School District:

Geographic Region:

Critical Shortage Area

Grades:

☐ All

☐ Pre-K

☐ K

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

☐ 10

☐ 11

☐ 12

Grades by Age:

☐ Birth Age - Age 5

☐ Age 5 - up to 21

Shortage FTE:

Temporary Certificate:

Out of Field:

Unfilled:

Number of FTEs:

FTE Percentage:

Add

Close



You are not required to make an entry in every field .

- c. If **Subject Area** is selected, the *Subject Area Record* screen appears. Enter the requested information and click **Add**.



The FTE percentage will calculate automatically.

A screenshot of the "Add New Record" form. The form has a green header with a plus icon and the text "Add New Record". Below the header, there are three radio buttons: "Geographic", "Subject Area" (which is selected and circled in red), and "Both". Under "Subject Area", there are two dropdown menus: "Subject Matter:" and "Discipline:". Below these is a blue information icon followed by the text "To request new subject matter or discipline, [click here](#)". There is a "Critical Shortage Area" dropdown menu. Below that is a "Grades:" section with a grid of checkboxes for "All", "Pre-K", "K", "1", "2", "3", "4", "5", "6", "7", "8", "9", "10", "11", and "12". Below the grid is a "Grades by Age:" section with two radio buttons: "Birth Age - Age 5" and "Age 5 - up to 21". Below that is a "Shortage FTE:" section with five input fields: "Temporary Certificate:", "Out of Field:", "Unfilled:", "Number of FTEs:", and "FTE Percentage:". At the bottom of the form, there is a green "Add" button (circled in red) and a white "Close" button.

You are not required to make an entry in every field.



- d. If **Both** is selected, the *Geographic/Subject Area Record* screen appears. Enter the requested information and click **Add**.



The FTE percentage will calculate automatically.

Add New Record

☐ Geographic

☐ Subject Area

☒ Both

County:

School District:

Geographic Region:

Subject Matter:

Discipline:

To request new subject matter or discipline, [click here](#)

Critical Shortage Area

Grades:

☐ All

☐ Pre-K

☐ K

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

☐ 10

☐ 11

☐ 12

Grades by Age:

☐ Birth Age - Age 5

☐ Age 5 - up to 21

Shortage FTE:

Temporary Certificate:

Out of Field:

Unfilled:

Number of FTEs:

FTE Percentage:

Add

Close



You are not required to make an entry in every field.

- e. The Teacher Shortage Area is added and listed in the **Data Summary** section of the screen. To make changes to the record, click **Edit**.

[Data Submission:](#)

[Add New Record](#)

Data Summary										Search..
School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	-	-	Yes	1, 2, 3, 4, 7, 10,	Age above 5	2.45	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	1, 7,	Age above 5	71.7	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	7,	Age above 5	9.6	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	Yes	7,	Age above 5	27	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	Yes	1,	Age above 5	32	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	-	-	19.52	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	Academic Intervention	At-Risk	No	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	-	18.45	NaN	<a href="#">Edit</a>   <a href="#">Delete</a>

- f. The **Edit Record** screen appears. Update the 'Number of FTEs' field with the desired value and click **Update**. Note: the 'FTE percentage' will calculate automatically.

Edit Record

☒ Geographic

☐ Subject Area

☐ Both

County:

School District:

Geographic Region:

Critical Shortage Area

Yes

Grades:

☐ All

☐ Pre-K

☐ K

☒ 1

☒ 2

☒ 3

☒ 4

☐ 5

☐ 6

☒ 7

☐ 8

☐ 9

☒ 10

☐ 11

☐ 12

Grades by Age:

☐ Birth Age - Age 5

☒ Age 5 - up to 21

Shortage FTE:

Temporary Certificate:

3.4

Out of Field:

42.43

Unfilled:

43.32

Number of FTEs:

3.45

FTE Percentage:

1.07

Update

Close

25


- g. The changes made are listed in the *Data Summary* section.

Data Summary										Search..
School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	-	-	Yes	1,2,3,4,7,10	Age above 5	3.45	1.07	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	1,7	Age above 5	71.7	22.2	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	7	Age above 5	9.6	2.97	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	Yes	7	Age above 5	27	8.36	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	Yes	1	Age above 5	32	9.91	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	-	-	19.52	6.04	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	Academic Intervention	At-Risk	No	Pre-K,K,1,2,3,4,5,6,7,8,9,10,11,12	-	18.45	5.71	<a href="#">Edit</a>   <a href="#">Delete</a>

### 3.4 Request Subject Area/Discipline

To request a new subject area and/or discipline proceed as follows:

1. Select **Request Subject Area/Discipline** from the top menu.
2. The *Request New Subject Area/Discipline* screen opens.




U.S. Department of Education

Teacher Shortage Areas

Welcome Jane Doe | [Change Password](#) | [Sign Out](#)

[My Home](#)
[My Profile](#)
[Request Subject Area / Discipline](#)
[View Report](#)
[Contact Us](#)
[FAQ](#)
[User Guide](#)

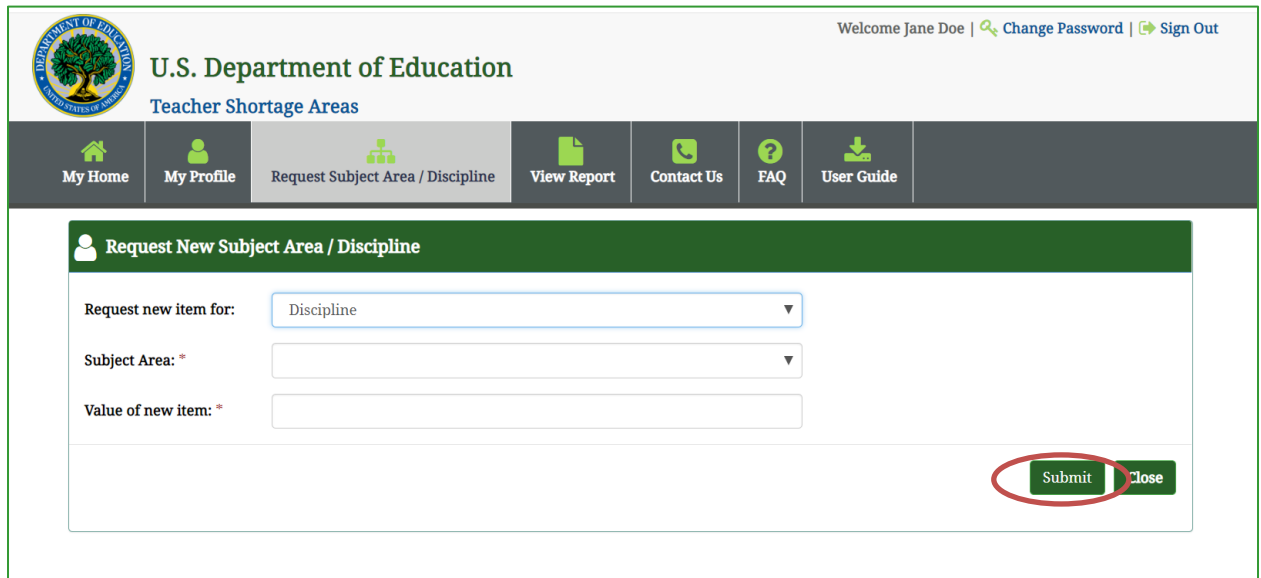
 Request New Subject Area / Discipline

Request new item for:

Value of new item: \*

[Submit](#) [Close](#)

3. Select **Subject Area or Discipline** from the drop-down list.
4. If you select **Discipline**, you will have to enter both **Subject Area** and **Discipline**. Click **Submit**.



U.S. Department of Education  
Teacher Shortage Areas

Welcome Jane Doe | [Change Password](#) | [Sign Out](#)

My Home My Profile Request Subject Area / Discipline View Report Contact Us FAQ User Guide

**Request New Subject Area / Discipline**

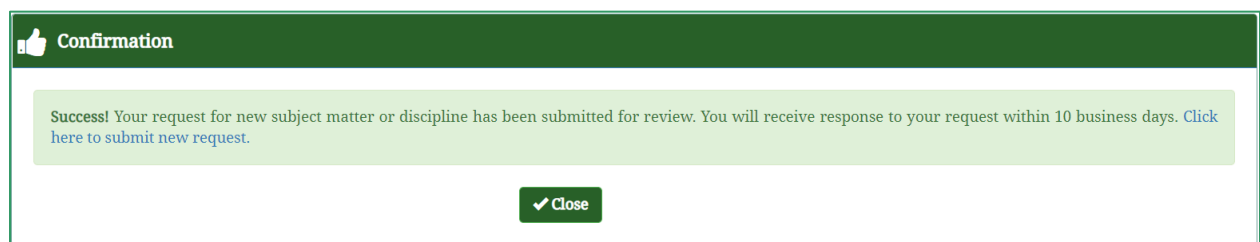
Request new item for: Discipline ▼

Subject Area: \* ▼

Value of new item: \* ▼

**Submit** **Close**

5. The **Request Confirmation** screen appears informing you that your request was successful. Click the link to submit additional requests or click **Close**.



**Confirmation**

Success! Your request for new subject matter or discipline has been submitted for review. You will receive response to your request within 10 business days. [Click here to submit new request.](#)

**Close**

## 3.5 Save and Submit Data

1. If you are not ready to submit the application, click Save as Draft on the bottom of the Teacher Shortage Areas screen. You can edit the information anytime before you submit. The report may be printed by selecting Print.

Teacher Shortage Area

Print

Proposal School Year:
2018\_2019

State:
Alaska

CSSO Name:\*

Assurances

1. Has the Chief State School Officer (CSSO) approved this proposal?  
☒ Yes ☐ No

2. Were objective written standards used in developing the proposed teacher shortage areas?  
☒ Yes ☐ No

3. Were the appropriate private nonprofit elementary and secondary school officials within the State consulted for this proposal?  
☒ Yes ☐ No

4. Data from which school year was used in developing the proposed teacher shortage areas?  
☒ 2017-2018 ☐ 2016-2017 ☐ Other (Specify)

5. Which of the following were used in deriving the teacher shortages areas? (Check all that apply)  
☒ Teaching positions that are unfilled  
☒ Teaching positions that are filled by teachers who are certified by irregular, provisional, temporary, or emergency certification  
☐ Teaching positions that are filled by teachers who are certified, but who are teaching in academic subject areas other than their area of preparation

6. What is the total FTE in your state?  
301

7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full-time equivalent (FTE) teaching positions?  
Note: Number 8 shall appear only if the answer to 7 is Yes.  
☐ Yes ☒ No

Please submit the following supporting documentation showing the methods used for identifying the shortage areas:

Submission Documents

An explanation of the reasons why the secretary should nevertheless designate all of the proposed area as shortage areas

Characters left : 1000

Upload Documents:  
Choose Files No file chosen

Additional Supporting Documentation  
Choose Files No file chosen

Data Submission:

Add New Record

Data Summary

Search...

School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	-	-	Yes	1,2,3,4,7,10	Age above 5	3.45	1.15	Edit   Delete
-	-	-	-	-	No	1,7	Age above 5	71.7	23.82	Edit   Delete
-	-	-	-	-	No	7	Age above 5	9.6	3.19	Edit   Delete
-	-	-	-	-	Yes	7	Age above 5	27	8.97	Edit   Delete
-	-	-	-	-	Yes	1	Age above 5	32	10.63	Edit   Delete
-	-	-	-	-	No	-	-	19.52	6.49	Edit   Delete
-	-	-	Academic Intervention	At-Risk	No	Pre-K,K,1,2,3,4,5,6,7,8,9,10,11,12	-	18.45	6.13	Edit   Delete

Contact Details

Contact Person:  
Sondra Meredith

Phone Number:  
(907) 465-8663

Email Address:  
sondra.meredith@alaska.gov

Address:  
801 W. 10th St. Suite 200

City:  
Juneau

Zip:  
99801

Save as Draft Submit

2. The application will not be considered for review until you click on Submit.

**Teacher Shortage Area**

Print

Proposal School Year:   
State:   
CSSO Name:

**Assurances**  
1. Has the Chief State School Officer (CSSO) approved this proposal?  
☒ Yes ☐ No  
2. Were objective written standards used in developing the proposed teacher shortage areas?  
☒ Yes ☐ No  
3. Were the appropriate private nonprofit elementary and secondary school officials within the State consulted for this proposal?  
☒ Yes ☐ No  
4. Data from which school year was used in developing the proposed teacher shortage areas?  
☒ 2017-2018 ☐ 2016-2017 ☐ Other (Specify)  
5. Which of the following were used in deriving the teacher shortages areas? (Check all that apply)  
☒ Teaching positions that are unfilled  
☒ Teaching positions that are filled by teachers who are certified by irregular, provisional, temporary, or emergency certification  
☐ Teaching positions that are filled by teachers who are certified, but who are teaching in academic subject areas other than their area of preparation  
6. What is the total FTE in your state?  
  
7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full-time equivalent (FTE) teaching positions?  
**Note:** Number 8 shall appear only if the answer to 7 is Yes.  
☐ Yes ☒ No

Please submit the following supporting documentation showing the methods used for identifying the shortage areas:  
**Submission Documents**  
An explanation of the reasons why the secretary should nevertheless designate all of the proposed area as shortage areas  

Characters left : 1000  
Upload Documents:  
 No file chosen

Additional Supporting Documentation  
 No file chosen

Data Submission:

Add New Record

**Data Summary**


School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	-	-	Yes	1,2,3,4,7,10	Age above 5	3.45	1.15	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	1,7	Age above 5	71.7	23.82	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	7	Age above 5	9.6	3.19	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	Yes	7	Age above 5	27	8.97	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	Yes	1	Age above 5	32	10.63	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	-	-	19.52	6.49	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	Academic Intervention	At-Risk	No	Pre-K,K,1,2,3,4,5,6,7,8,9,10,11,12	-	18.45	6.13	<a href="#">Edit</a>   <a href="#">Delete</a>

**Contact Details**  

Contact Person:

Phone Number:

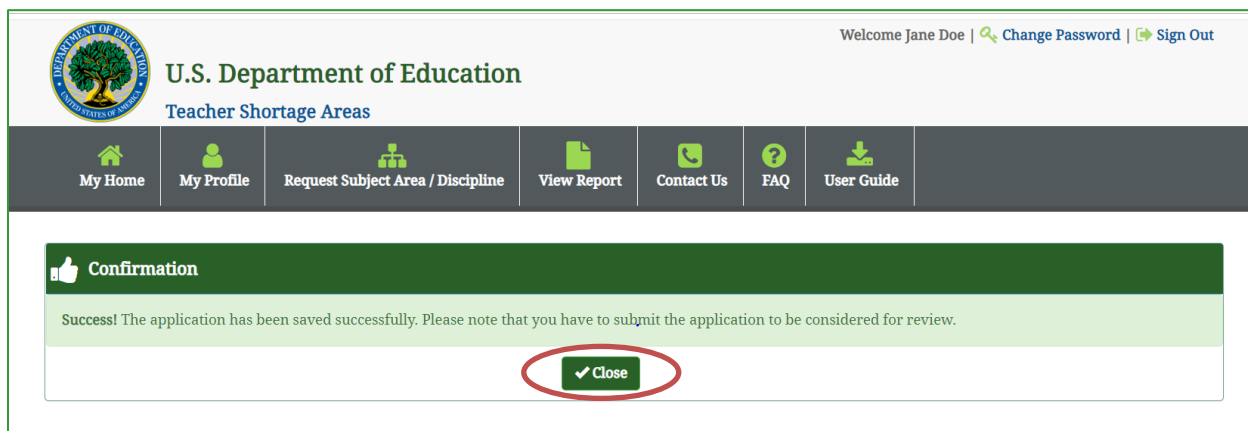
Email Address:

Address:

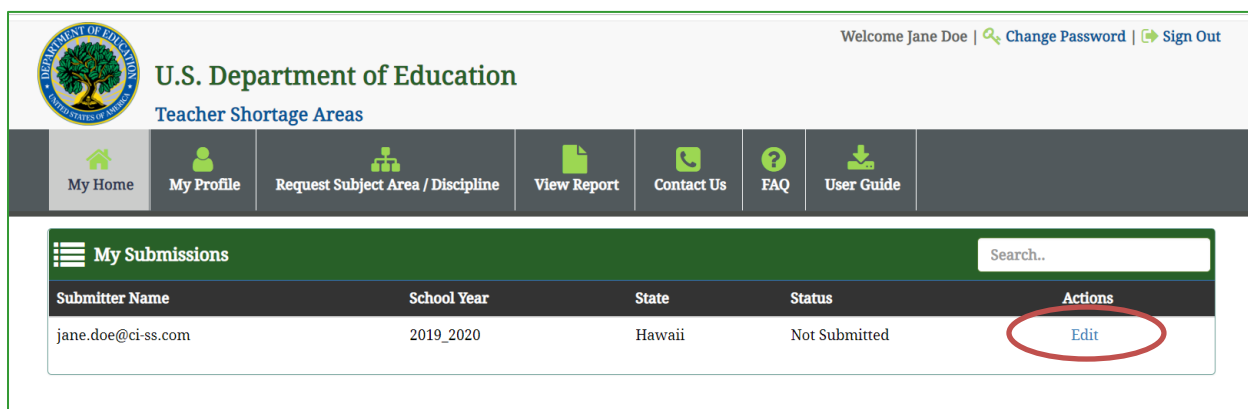
City:

Zip:

3. The Confirmation screen appears, click Close.



4. The My Submissions screen appears, click Edit.



The screenshot above is from the 2018 application submission, and shows the School Year as 2019-2020; however, the annual submission process will reflect the current School Year.



5. The Teacher Shortage Area screen appears displaying the record entered. Edit the information as needed and click Submit when finished.

Teacher Shortage Area

Print

Proposal School Year:
2018\_2019

State:
Alaska

CSSO Name:\*

Assurances

1. Has the Chief State School Officer (CSSO) approved this proposal?  
☒ Yes ☐ No

2. Were objective written standards used in developing the proposed teacher shortage areas?  
☒ Yes ☐ No

3. Were the appropriate private nonprofit elementary and secondary school officials within the State consulted for this proposal?  
☒ Yes ☐ No

4. Data from which school year was used in developing the proposed teacher shortage areas?  
☒ 2017-2018 ☐ 2016-2017 ☐ Other (Specify)

5. Which of the following were used in deriving the teacher shortages areas? (Check all that apply)  
☒ Teaching positions that are unfilled  
☒ Teaching positions that are filled by teachers who are certified by irregular, provisional, temporary, or emergency certification  
☐ Teaching positions that are filled by teachers who are certified, but who are teaching in academic subject areas other than their area of preparation

6. What is the total FTE in your state?  
301

7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full-time equivalent (FTE) teaching positions?  
Note: Number 8 shall appear only if the answer to 7 is Yes.  
☐ Yes ☒ No

Please submit the following supporting documentation showing the methods used for identifying the shortage areas:

Submission Documents

An explanation of the reasons why the secretary should nevertheless designate all of the proposed area as shortage areas

Characters left : 1000

Upload Documents:

Choose Files

No file chosen

Additional Supporting Documentation

Choose Files

No file chosen

Data Submission:

Add New Record

Data Summary

Search..

School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	-	-	Yes	1,2,3,4,7,10	Age above 5	3.45	1.15	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	1,7	Age above 5	71.7	23.82	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	7	Age above 5	9.6	3.19	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	Yes	7	Age above 5	27	8.97	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	Yes	1	Age above 5	32	10.63	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	-	-	No	-	-	19.52	6.49	<a href="#">Edit</a>   <a href="#">Delete</a>
-	-	-	Academic Intervention	At-Risk	No	Pre-K,K,1,2,3,4,5,6,7,8,9,10,11,12	-	18.45	6.13	<a href="#">Edit</a>   <a href="#">Delete</a>

Contact Details

Contact Person:
Sondra Meredith

Phone Number:
(907) 465-8663

Email Address:
sondra.meredith@alaska.gov

Address:
801 W. 10th St. Suite 200

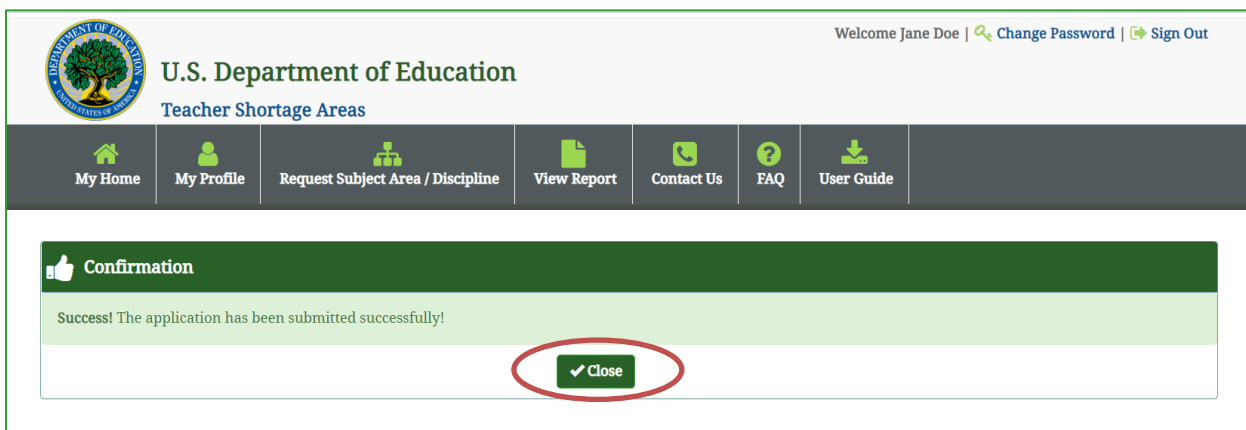
City:
Juneau

Zip:
99801

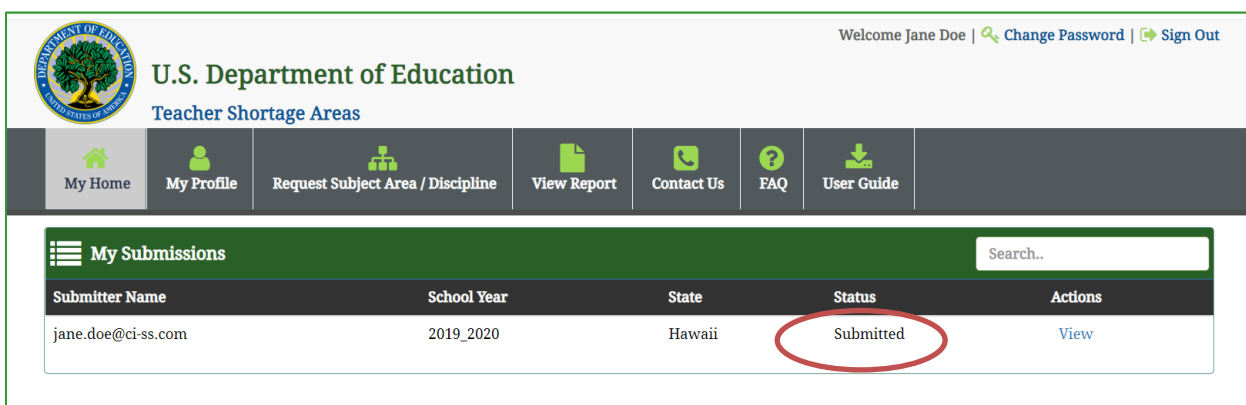
Save as Draft

Submit

6. The **Submission Confirmation** screen appears showing that the application has been submitted successfully. Click **Close**.



7. The **My Submissions** screen appears with the updated status.

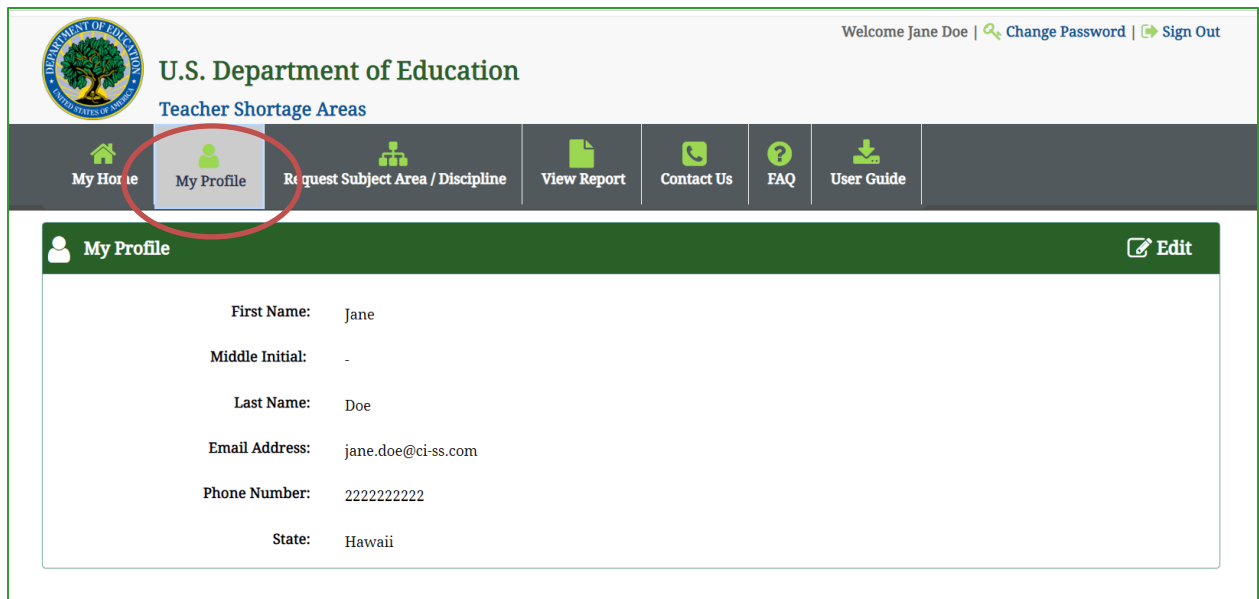


The screenshot above is from the 2018 application submission, and shows the School Year as 2019-2020; however, the annual submission process will reflect the current School Year.

### 3.6 My Profile

To view your Profile proceed as follows:

1. Select the **My Profile** from the top menu.
2. The **My Profile** screen opens allowing you to view your information.



U.S. Department of Education  
Teacher Shortage Areas

Welcome Jane Doe | [Change Password](#) | [Sign Out](#)

My Home My Profile Request Subject Area / Discipline View Report Contact Us FAQ User Guide

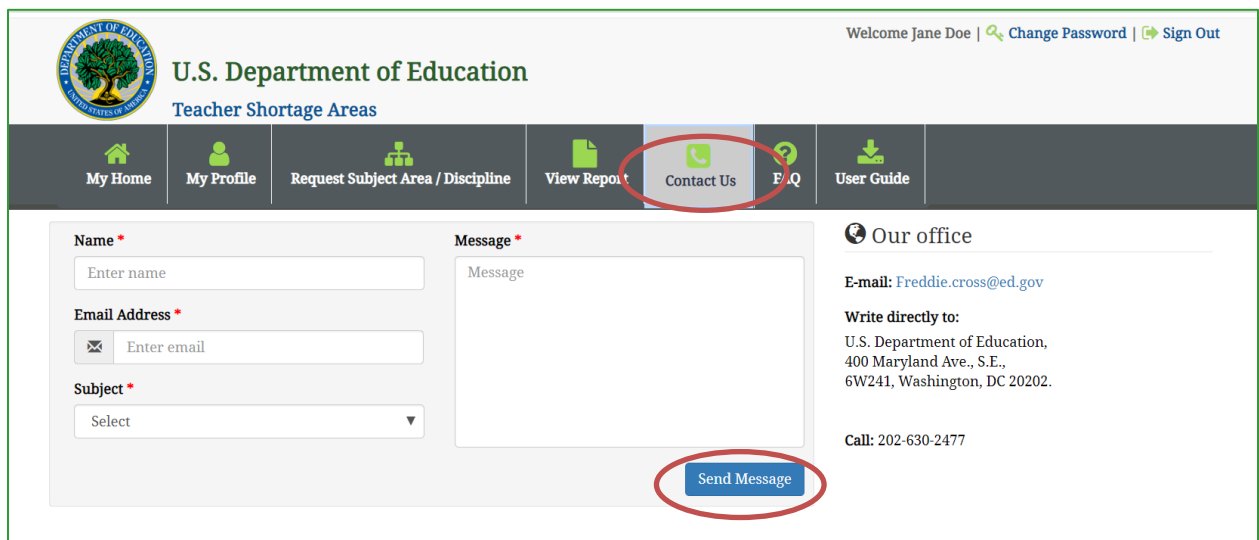
**My Profile** [Edit](#)

First Name: Jane  
Middle Initial: -  
Last Name: Doe  
Email Address: jane.doe@ci-ss.com  
Phone Number: 2222222222  
State: Hawaii

### 3.7 Contact Us

If you have comments or concerns regarding the status of individual submissions, contact the U.S. Department of Education as follows:

1. Select **Contact Us** from the top menu.
2. The **Contact** screen opens. Enter the required information and click **Send Message**.



U.S. Department of Education  
Teacher Shortage Areas

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My Home My Profile Request Subject Area / Discipline View Report Contact Us FAQ User Guide

**Name \***

**Email Address \***

**Subject \***

**Message \***

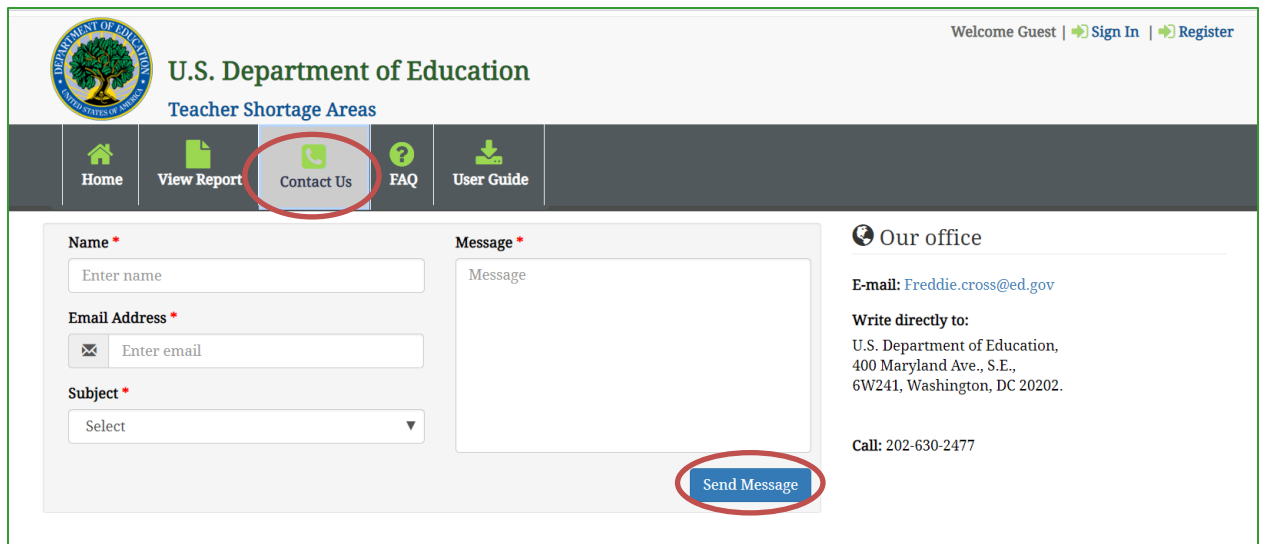
[Send Message](#)

**Our office**  
E-mail: [Freddie.cross@ed.gov](mailto:Freddie.cross@ed.gov)  
Write directly to:  
U.S. Department of Education,  
400 Maryland Ave., S.E.,  
6W241, Washington, DC 20202.  
Call: 202-630-2477

## Section 4. Technical Support – Help Page

For technical issues logging in to the application, contact the U.S. Department of Education as follows:

1. Select **Contact Us** from the top menu. The **Contact** screen opens.
2. Enter the required information in the Message box and click Send Message.
3. An email can also be sent to the Technical Department at [ciss\\_tsa@ci-ss.com](mailto:ciss_tsa@ci-ss.com)



U.S. Department of Education  
Teacher Shortage Areas

Welcome Guest | [Sign In](#) | [Register](#)

Home View Report **Contact Us** FAQ User Guide

**Name \***  
Enter name

**Email Address \***  
Enter email

**Subject \***  
Select

**Message \***  
Message

[Send Message](#)

**Our office**  
E-mail: [Freddie.cross@ed.gov](mailto:Freddie.cross@ed.gov)  
Write directly to:  
U.S. Department of Education,  
400 Maryland Ave., S.E.,  
6W241, Washington, DC 20202.  
Call: 202-630-2477

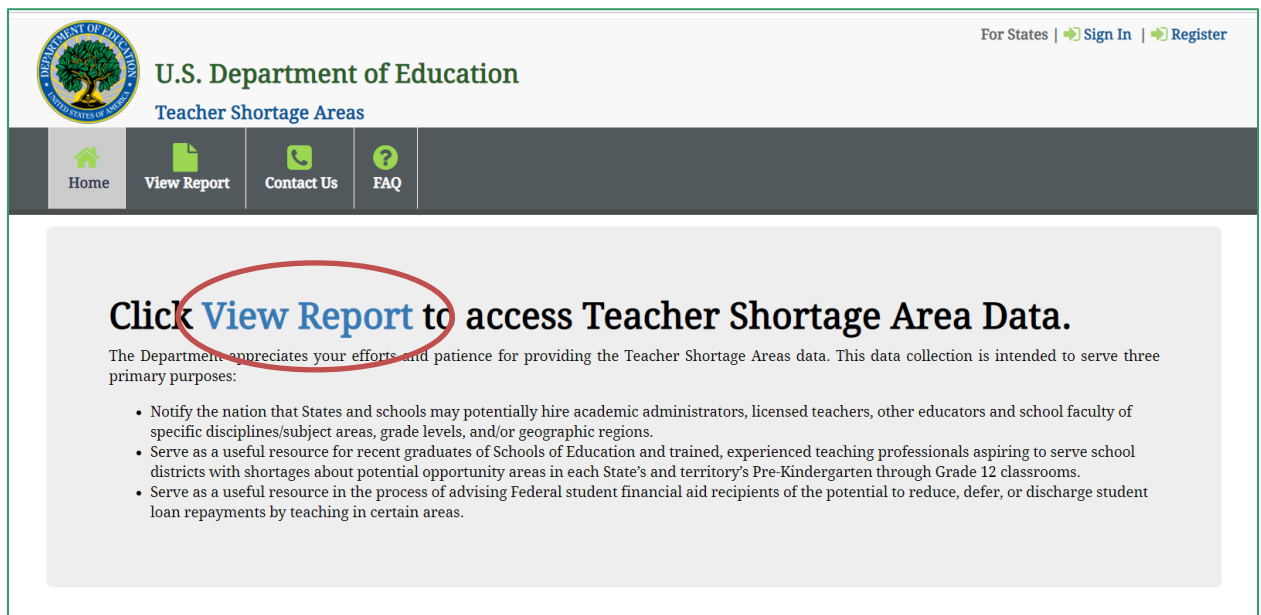
## Section 5. Reporting



Reports can be generated without logging in or registering.

To generate a new report proceed as follows:

1. Type the URL <https://tsa.ed.gov> into an Internet browser, the Teacher Shortage Areas (TSA) welcome screen appears. Click on View Report from the top menu or the link.



2. Generate TSA Report screen appears. Select criteria for the different fields from the drop-down lists. (Hint: The fewer criteria selected, the better the results. For ex. begin with School Year and State then choose other criteria based on the results. See example.)

3. Example: Select School Year as '2019-2020', State as 'VA' and Click **Submit**.

U.S. Department of Education  
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

[Home](#) [View Report](#) [Contact Us](#) [FAQ](#)

[Reporting User Guide](#) [Reporting FAQ](#)

**Generate TSA Reports - (Select criteria below as required)**

For historical Teacher Shortage Areas, please click on this link: [View PDF](#)

School Year: 1 checked (dropdown menu open showing 2016\_2017, 2017\_2018, 2018\_2019, 2019\_2020 (checked), 2020\_2021)


State: Select

Subject Matter: Select

Discipline: Select

[Results](#) **Submit**

4. The teacher shortage area report is generated. Data may be exported to either Excel or PDF, if desired by clicking on **Export to Excel** or **Export to PDF**.



U.S. Department of Education  
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

Home
View Report
Contact Us
FAQ

[Reporting User Guide](#)
[Reporting FAQ](#)

Generate TSA Reports - (Select criteria below as required)

For historical Teacher Shortage Areas, please click on this link: [View PDF](#)

School Year  
1 checked

State  
Virginia

Subject Matter  
Select

Discipline  
Select

Reset Submit

Report

Export to Pdf Export to Excel

School Year	State	County	School District	Geographic Region	Subject Matter	Discipline	Grades	Grades by Age
2018_2019	Virginia	-	-	-	Special Education	All Exceptionalities	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	-
2018_2019	Virginia	-	-	-	Core Subjects	Elementary Education	Pre-K, K, 1, 2, 3, 4, 5, 6	-
2018_2019	Virginia	-	-	-	Core Subjects	-	6, 7, 8	-
2018_2019	Virginia	-	-	-	Career and Technical Education	-	6, 7, 8, 9, 10, 11, 12	-
2018_2019	Virginia	-	-	-	Mathematics	-	6, 7, 8, 9, 10, 11, 12	-

## Section 6. Frequently Asked Questions

1. Click on FAQ from the top menu to view the Frequently Asked Questions about TSA application.

**U.S. Department of Education**  
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

Home View Report Contact Us **FAQ**

### Frequently Asked Questions

#### Registration/Logging in

**Why am I not able to register or login to the application?**

It is possible that browser cache is not cleared. You can use Google Chrome and refresh the browser by clicking CTRL + F5. After that, try to register on the TSA application.

**I have registered on the TSA application. Why am I not able to login to the application?**

Once you register on the TSA application, you can use Google Chrome and refresh the browser by clicking CTRL + F5. This will clear the browser cache. After that, try to register on the TSA application.

#### Data Entry

**Why can't I see the option "Start Submission" on the submissions page?**

Once the submission is started, the "Start Submission" button will not appear. Click on the "My Submissions" tab from the top menu to access the TSA application that is currently in progress. Then click on "Edit" to complete the application.

#### Request for Subject Areas

**How do I add a new Discipline or Subject Area?**

Login to the TSA application. Click on the "Request Subject Area/Discipline" tab on the top menu. Select "Request Subject Area/Discipline" and the value before clicking the on the "Submit" button.

**I have requested a new "Discipline/Subject Area" through the TSA application. Why don't I see this new Discipline/Subject Area option when I try to select criteria for the TSA Report?**

A newly requested Discipline/Subject area has to be validated by the Department of Education. Once it is approved, the new Discipline/Subject Area will be added to the TSA application. You may then access it through the dropdown list in the Discipline/Subject Areas field.

#### Generating Reports

**Do I have to register to view reports?**

No. The "View Report" functionality is available to the public and does not require registration.

**How do I generate TSA reports?**

Click on the "View Report" tab from the top menu, select criteria desired and click on the submit button to generate the report. You may download the report by clicking on either "Export to PDF" or "Export to Excel".

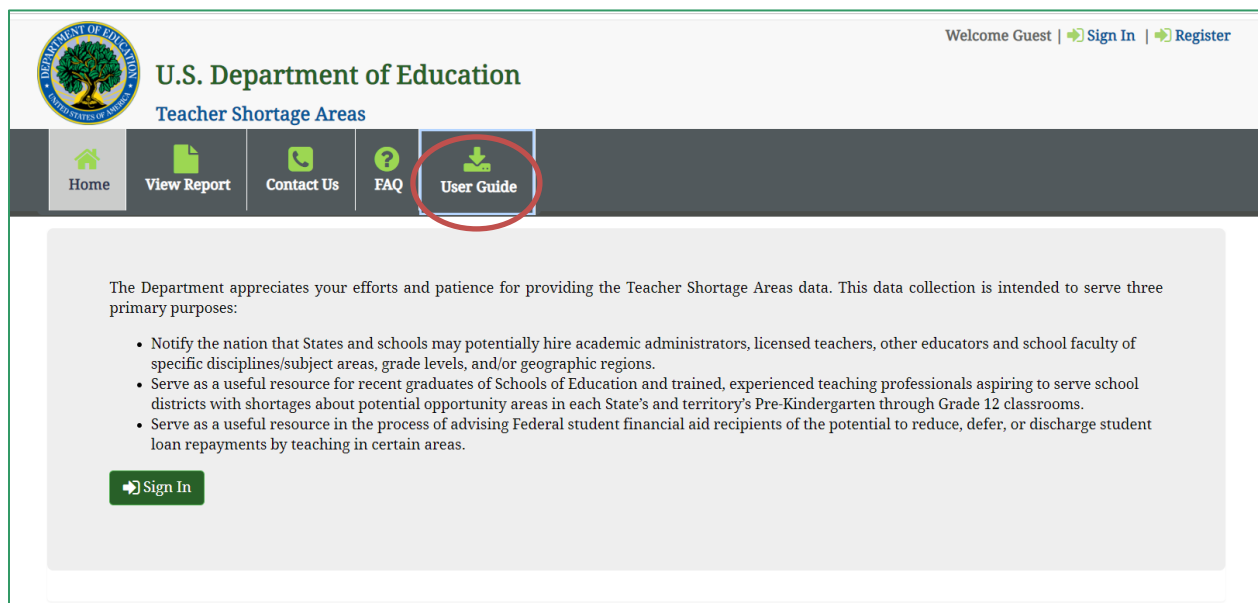
**Where can I download the User Guide?**

To download the User Guide, click on the User Guide tab from the top menu, click on the link provided. You can save it on your desktop by clicking on the download icon on the top right corner.



## Section 7. User Guide

1. Click on User Guide from the top menu to view the TSA application User Guide which has the details about the application. Also, users can download this User Guide in PDF format.



## Appendix A - Acronyms and Abbreviations

Acronym	Definition
FFEL	Family Federal Education Loan
OPE	Office of Postsecondary Education
TSA	Teacher Shortage Areas
SLS	Supplemental Loans for Students
TEACH	Teacher Education Assistance for College and Higher Education